

## **Reporting Procedures for Positive COVID-19 cases**

In an effort to streamline reporting positive COVID-19 cases and identifying close contact individuals, the Office of Licensing and Accreditation and the South Dakota Department of Health (DOH) have implemented a change in the reporting process.

Effective **immediately**, please complete and submit the South Dakota Daycare Facility COVID-19 Extended form as well as the Contact Tracing workbook when notified of a positive case in your Child Care program. Both of these forms are located on <https://dss.sd.gov/keyresources/recentnews.aspx>

The reporting form and contact tracing workbook were designed by the South Dakota Department of Health to collect information on positive cases as well as identify close contacts connected to the positive case. This information is time-sensitive; therefore, please complete the workbook within 24-48 hours of positive COVID-19 notification. It is important not to alter these DOH forms and use them as they are formatted. Please note, you will need to complete an extended form and workbook for each separate positive COVID-19 notification.

Once the information is gathered, please e-mail them to: [DOHCOVIDDaycare@state.sd.us](mailto:DOHCOVIDDaycare@state.sd.us). The Department of Health will then send an e-mail response confirming receipt. A follow-up call from a Department of Health representative will be made if they need additional information regarding the positive test person or if follow-up contact was requested on the South Dakota Daycare Facility COVID-19 Extended form. If there is no capability to submit this information via e-mail, please contact the Department of Health Call Center at 605.773.3048 to report this information.

There are also sample letters that may be utilized with notifications to parents or guardians of the children in your program. One letter is to notify that a positive COVID-19 case has been reported in your program or home and the other letter is to notify those you have identified as a close contact to the COVID-19 positive staff or child. Please take a moment to read the close contact letter as the CDC recently changed their guidance for close contacts. Both these sample letters are located on <https://dss.sd.gov/keyresources/recentnews.aspx>.

Many programs and providers have already experienced positive COVID-19 cases in your programs and homes and therefore may feel comfortable with the steps to be taken. Please continue to handle these situations by following the guidance for positive cases and close contacts as outlined on our website at: <https://dss.sd.gov/keyresources/recentnews.aspx> .

For those of you who may be impacted by this communicable disease for the first time, or are just uncertain on the guidance to follow, please indicate you would like guidance by marking "yes" on the notification form so the Department of Health knows you would like a follow-up call. You may also choose to call the Department of Health Call Center at 605.773.3048 to discuss necessary steps to be taken.